

KEWEENAW BAY INDIAN COMMUNITY

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

2016 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President
JENNIFER MISEGAN, Vice President
SUSAN J. LAFERNIER, Secretary
TONI J. MINTON, Assistant Secretary
DOREEN G. BLAKER, Treasurer

ROBERT "R.D." CURTIS, JR.
FRED DAKOTA
EDDY EDWARDS
RANDALL R. HAATAJA
MICHAEL F. LAFERNIER, SR.
GARY F. LOONSFOOT, SR.
DONALD SHALIFOE, SR.

ASSISTANT TRIBAL ATTORNEY

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- ☐ Completed Keweenaw Bay Indian Community application
- ☐ Current Resume with GPA
- ☐ Cover Letter
- ☐ Graduate and Undergraduate Transcripts if licensed for less than one (1) year
- ☐ Three (3) samples of legal writings
- ☐ Minimum of three (3) Letters of Recommendation (Optional)
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- ☐ If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Hannah Beesley, Personnel Director
16429 Beartown Road
Baraga, MI 49908
906-353-6623, ext. 4140 & 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Distribution Date: April 1, 2016

Closing Date: Open Until Filled

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

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POSITION ANNOUNCEMENT

POSITION:

Assistant Tribal Attorney

LOCATION:

Keweenaw Bay Indian Community Tribal Center
Baraga, Michigan

SUPERVISORY CONTROL:

Tribal Attorney

SALARY:

Negotiable – Dependent on work experience

QUALIFICATIONS:

- Juris Doctor from an accredited Law School
- Must be a member in good standing of the State Bar of Michigan, or commitment to secure membership within one year of employment.
- Eligible for admission to practice before the Federal Bar, or commitment to secure such eligibility.
- General knowledge of law with emphasis on applicable current case law, statutes and regulations relating to Indian tribes. Knowledge of and experience with the operation of court systems. Individuals with experience in Indian law and litigation preferred.
- Excellent oral and written communication skills, must work effectively with other people at a variety of ages and levels, competency in various computer programs, and able to work independently to get a project completed.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and pre-employment physical.

INDIAN PREFERENCE:

Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE:

Preference will also be given to qualified Veterans who do not have bad conduct or dishonorable discharges (DD214 required).

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DUTIES AND RESPONSIBILITIES:

Assist the prosecutor for the Keweenaw Bay Indian Community, and perform general in-house duties for the Tribal Council as directed.

Provide legal advice and assistance to the Tribal Council, administrators, program and enterprise directors/managers.

Prepare legal documents.

Conduct legal research and draft memoranda.

Act as agent of the Tribal Council in various transactions.

Provide counsel and representation regarding issues such as: treaty rights, taxation, environmental, employment, Indian gaming and civil regulations.

Represent Tribal Council in court and before quasi-judicial or administrative agencies.

Provides legal counsel and representation on Indian Child Welfare matters.

Maintain and revise the Tribal Code. Draft, review, revise and act as consultant in regard to legal codes and legislation.

Review and assist in revision of personnel manuals, policies and procedures to ensure compliance with tribal and applicable federal laws.

Review contracts for legal sufficiency.

Advise committees relative to economic and financial development, environmental concerns, employee benefits and employment policies.

Perform other related duties as assigned by the Tribal Attorney.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.

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